

UEDG Board Meeting Minutes

Wednesday 16th May at 6.30pm

Actions: in Bold

Present: Ian Stuart, Sarah Stuart, Bernard Provost, Victoria Long, Jennie Mills, Ken Porter, Nina Finnigan: Chair, Theresa Parker (Accountant) and Sue Campany also attended for the Finance report.

Apologies: George Birrell.

Declaration of Interest: none

Welcome: Nina welcomed our two new board members: Ian and Sarah Stuart.

Minutes: The last Committee Meeting Minutes were passed by Nina and seconded by Lindsay.

The Extra Ordinary Meeting Minutes were passed by Jennie and seconded by Ken.

Matters Arising:

- Bernard has spoken to Jock regarding the maintenance of the premises.
- Introduction of Discount Card: Since its introduction, the number of members altogether: associate & ordinary, have approximately doubled to over 60.

The Work of the Board: Nina wants the board to deal with matters of strategy. All other operational matters should be dealt with by sub-committees and reported back to the board.

Finance Report: by Theresa Parker: Report & financial procedures:

Theresa passed round details of the accounts for the last 3 months. She began work on 9th April and the work to date has been very concentrated. She went through her report and gave out a copy to most of the members.

Cash reconciliations are not being done. Theresa is getting the information from the point of sale (IPOS). Cash in hand at the end of the month is not at present accounted for. She needs the information for the previous month by 15th of month.

It was suggested that we need a budget. The Board has not set one. The Finance group should do this.

Theresa uses her own programme: Quickbooks. She will attend future meetings until we find a Treasurer. Sue has offered to work with Theresa until the end of May. She will be happy to pass this on to a treasurer when we find one. **The Finance sub-committee will meet** to discuss the income figures going through the IPOS systems.

There is a lot of information that needs to be given to Theresa every month and it has to be **decided who will do this.**

Grants received list: **Nina will ask Sue** how to access this information from the bank statement online.

Trustees areas of responsibility /sub-committee members.

Sub-committee meetings: Nina suggested that all sub-committee have regular meetings. It was agreed that sub-committees should consist of committee members only. There was some discussion about working groups. Bernard could be used as back up and advisor for the HR sub-committee.

it was agreed that Sarah would join the **HR sub-committee** with Nina. **She will consider being Treasurer** and agreed to come on **the Finance Sub-Committee**. There is a lot of work involved in preparing for the monthly bookkeeping and we need to decide who will do this in the absence of a Treasurer.

Ken stood down from the HR Sub-Committee and **offered to do Premises**.

Ian and Ken agreed to work on the Volunteers sub-committee. **Ian came on the Events** sub-committee.

Assets Register: No one at the meeting knew if we had one. We need to ensure that our insurance covers assets. Depreciation is also relevant every year. **Nina will speak** to Stanley about an assets register.

Membership: there was a discussion about if we should allow everyone to become members or if we should have a limit. It was agreed that we should draw a line at a 20 miles radius. **Victoria will establish** this.

Request for co-opting member.: It was decided that we should wait until the AGM since we are concerned that we are able to co-opt a Treasurer if needed.

Code of Conduct for new Board Members: **Victoria will** get these from DTAS in the next few days, if possible.

Team building discussion: Selina from 3rd Sector is coming to lunch on Thursday, to meet Nina, Jennie and Victoria, to discuss this and our future.

Behaviour during meetings: **The Chair requested** that In future, members should try not to talk over each other during meetings & should go through the chair.

Marketing meeting: Thursday 24th, 6.30. It was thought that we needed a marketing strategy: **Nina will write this**.

Date of next Meeting: Tuesday 19th June at 6.30pm